



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing

Stage Release Notes

Release 9.8

September 28, 2018

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon

✔ which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the

[USA Staffing Resource Center](#).  **Staffing Functionality**

- Added expand all/collapse all functionality to the Assessment Questionnaire page in the Assessment Package. Engaging the +/- option to the left of the page header allows users to easily expand or contract all assessment questionnaire items so that they may achieve the desired view without having to expand or contract items individually. This capability will be added to other system pages that display announcement and assessment items in a future release.
- Fixed a system bug that prevented HR users from setting custom USA Hire Assessment due dates for individual applicants. Users may once again set custom USA Hire Assessment due dates from the user interface without having to submit a help desk ticket.

Onboarding Functionality

- Added the following forms for use in USA Staffing: ○ USSC Emergency, USSC Acknowledgment, SBA 2044, CBP 334-1, PS 2181-D  Updated the following forms currently in use in USA Staffing:
 - SF 1199a, SF 813, PS 2181-A

Hiring Manager Functionality

- None

Administrative Functionality

- Updated the Competency Load File to include the Owning Office for a given Competency. ✔
- Added a History section to an individual Competency to capture more detail about the changes made to the Competency and the source of the change (Assessment Package vs Competency Library).

- Added a new “Authorizations” sub-page to the Position Description. This sub-page allows Administrators to capture the names of agency officials responsible for authorizing the Position Description, the date of their authorization, and their associated role in the authorization process. 🟢

Reporting and Analytics

Reports

- New reports added include:
 - Applicant Flow Data Detail Report: this report includes detailed data related to applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile. Information gathered from this report can be aggregated to respond to MD-715 2.0 requirements or to complete other AFD analyses.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics
 - MD-715 A6 – Mission Critical Occupations Distribution by Race, Ethnicity, and Sex: this report includes aggregated applicant responses to sex, ethnicity, and race questions in the USAJOBS job seeker profile structured to respond to the MD-715 v2.0 requirements for table A6 (Mission Critical Occupations Distribution by Race, Ethnicity, and Sex).
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics
 - MD-715 B6 – Mission Critical Occupations Distribution by Disability: this report includes aggregated applicant responses to disability questions in the USAJOBS job seeker profile structured to respond to the MD-715 v2.0 requirements for table B6 (Mission Critical Occupations Distribution by Disability).
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics □
- Modified existing reports include:
 - Applicant List by Vacancy: this report provides a list of all applicants associated with one or more vacancies. This report was modified to include an Application Grade column in the report
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Applicant Lists
 - Certificates with Selections: formerly titled the Certificate with Selections Report, this report provides a list of all selections on certificates as well as any new hire data when available. The report was modified to change the name of the report to better reflect the information provided. The report was also modified to include Certificate Issuer as a column in the report.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Certificate